


**PHILIP MORRIS U.S.A.**  
**INTEROFFICE CORRESPONDENCE**  
**Richmond, Virginia**

**Date:** March 10, 1997

**To:** Susan Lafoon

**From:** Charity Harris 

**Subject:** Distribution of Paper Copies of the Cigarette Information (CI) Reports

A meeting was held on Tuesday, February 18, 1997, to discuss the distribution of Cigarette Information (CI) Reports which are being re-instituted after a hiatus since March 1993. The following persons were present at the meeting: Susan Lafoon, Robin Holleman, Sheila Burroughs, Carla Gregory, and Charity Harris. This memo reiterates current Primary Central File policy and guidelines presented and discussed during the meeting which are in keeping with the Philip Morris USA Records Management policies.

**Cigarette Information (CI) Reports - Paper Copies (Agreed Upon):**

1. Internal Report numbers are assigned by the Primary Central File.
2. Official Internal Report cover sheet must be used as the cover sheet for all CI Reports (Word template).
3. CI Reports will be issued by the Primary Central File to the distribution list attached to the CI Report.
4. Photocopying, compilation, binding, etc. will be performed by Duplicating Services.
5. PTL will provide the Primary Central File with the mailing addresses for the individuals on the distribution list.
6. Distribution list should contain first name and initial along with a geographical location, i.e. New York or Neuchatel.
7. The Manager of PTL, the Director and/or the Vice President of Research will determine who can receive a copy of a CI Report.
8. RSVPs are issued with each CI Report by the Primary Central File - any reports distributed outside of R&D must have an RSVP.
9. It was determined that the classification of restricted will apply to these reports.
10. Each page of the CI Report will have the document code on it and the document classification of Philip Morris USA Restricted.
11. The Primary Central File will perform audits on the reports as a normal records management routine.
12. All subsequent copies of CI Reports are to be issued by the Primary Central File with permission of the Manager of PTL, the Director and/or the Vice President of Research.
13. PTL will not copy or transfer additional copies of a CI Report either electronically or in paper.
14. PTL must ensure that the CI report is classified and coded according to the Philip Morris USA Records Management policy and guidelines.
15. PTL will be given a copy to hold for reference purposes in the official PTL File.

DOC CODE: R0070

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**Cigarette Information (CI) Reports – Electronic Copies (Future Policies Discussed):**

1. The Primary Central File must receive a paper copy of the CI Report prior to the accession number being assigned.
2. The Primary Central File will issue all subsequent copies after the initial distribution.
3. The Manager of PTL, the Director and/or the Vice President of Research will determine who can receive a copy of a CI Report.
4. PTL will be responsible for maintaining a RSVP file of acknowledged receipt - any reports distributed outside of R&D must have an RSVP.
5. PTL must ensure that the electronic copies are classified and coded according to the Philip Morris USA Records Management policy and guidelines.
6. PTL will have to indicate on the distribution list specifically which individuals receive an electronic copy and which individuals receive a paper copy.
7. The Primary Central File will issue any paper copies to individuals on the distribution list who are not receiving it electronically.
8. The Manager of PTL, the Director and/or the Vice President of Research will determine who can receive a copy of a CI Report after the initial distribution.
9. All subsequent copies of CI Reports are to be issued by the Primary Central File once appropriate permission has been given.
10. PTL will not copy or transfer additional copies of a CI Report either electronically or in paper.
11. Each document will have a statement regarding security of the document.
12. PTL must ensure that the CI report is classified and coded according to the Philip Morris USA Records Management policy and guidelines.

cc: Sheila Burroughs  
Marian DeBardeleben  
Carla Gregory  
Robin Holleman  
Ken Podraza  
Primary Central File Staff